



COUNTY OF LOS ANGELES SMALL BUSINESS COMMISSION

Board of Supervisors

Hilda L. Solis
Holly J. Mitchell
Lindsey P. Horvath
Janice Hahn
Kathryn Barger

Commissioners

Chair

Angela Gibson-Shaw
Second District

Vice Chair

Vartan Djihanian
Fifth District

Andrew Chou
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Bridget Prince
First District

Kerry Doi
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Carina Rivera
First District Alternate

Ametta Mack
Second District

Sarah R. Harris
Second District

Leslie Jones
Second District Alternate

Adriana Gomez
Third District

Arthur Lensky
Third District

Robyn Ritter-Simon
Third District

Scott Mayers, Ph.D.
Third District

Carmen Schaye, Ph.D.
Fourth District

Cindy Allen
Fourth District

Patrick Wilson
Fourth District

Lucia Moreno-Linares
Fourth District

Catherine Tolentino
Fourth District Alternate

Deane Leavenworth
Fifth District

Jozef Essavi
Fifth District

Tyrone Hampton
Fifth District

Onnik Mehrabian
Fifth District Alternate

REGULAR MEETING NOTICE AND AGENDA Friday, October 11, 2024 10:00 AM – 11:45 AM

IN-PERSON MEETING INFORMATION:

Department of Economic Opportunity HQ
TERRACE ROOM A & B
510 S Vermont Avenue, Los Angeles, CA 90020

VIRTUAL MEETING INFORMATION:

Web Access: [SBC Meeting Link](#)

Web Access Password: XZ5EfE

Phone Access Number: 1-323-776 6996, 566 106 265#

Phone Access Code/Meeting Number: 566 106 265#

PUBLIC COMMENT:

FOR PUBLIC COMMENT ON AN AGENDA ITEM OR NON-AGENDA ITEM,
PLEASE USE THE LINK PROVIDED BELOW.

Please note that if you wish to address the Commission during the meeting, **a total of one (1) minute will be allowed.** Requests to be heard must be submitted to the DEO Staff by completing a Public Comment Form via the link provided. (The Chair may, in the interest of facilitation the business of the Board, limit the amount of time which a person may in addressing the Commission).

Attachment [Public Comment Form – Small Business Commission Meeting Public Card](#)

A. CALL TO ORDER

B. LAND ACKNOWLEDGEMENT

- a. Marissa Lao, DEO, will deliver the acknowledgement.

C. ROLL CALL

D. CHAIR'S REMARKS

E. PUBLIC COMMENT

F. ADMINISTRATION



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a. **DRAFT MINUTES OF THE L.A. COUNTY SMALL BUSINESS COMMISSION (SBC) QUARTERLY MEETING HELD ON JULY 10, 2024**

Presenter: Angela Gibson-Shaw, Chair, L.A. County SBC

Summary: This item presents for review and approval, and any other action deemed necessary, the Draft Minutes of the L.A. County SBC Quarterly Meeting held on July 10, 2024. **(ACTION ITEM)**

b. **ESTABLISHMENT OF THE SBC 2024 NOMINATING COMMITTEE**

Presenter: Angela Gibson-Shaw, Chair, L.A. County SBC

Summary: This item presents the establishment of the 2024 SBC Nominating Committee in accordance with Appendix G of the SBC Administrative Manual. **(ACTION ITEM)**

c. **SBC 2025 CALENDAR OF MEETINGS**

Presenter: Angela Gibson-Shaw, Chair, L.A. County SBC

Summary: This item will present the SBC meeting calendar for year 2025. The Commission members will review and vote on this item for approval. **(ACTION ITEM)**

d. **SBC 2024 ANNUAL REPORT – JANUARY 31, 2025, DEADLINE**

Presenter: Angela Gibson-Shaw, Chair, L.A. County SBC

Summary: This item will provide an overview of the report, process to complete it, and the next steps required for its preparation and completion. **(ACTION ITEM)**

e. **SMALL BUSINESS COMMISSION 2nd ADVISORY BOARD MEMO**

Presenter: Angela Gibson, Chair, L.A. County SBC

Summary: This item presents the draft memo for the second Advisory Board Memo, which requires the Commission's vote. The submission deadline for the second SBC memo is December 31, 2024. As outlined in the Commission's goals and objectives in the 2023 SBC Annual Report, the Commission is committed to submitting two small business advisory memorandums to the Board of Supervisors. **(ACTION ITEM)**

G. PRESENTATIONS

a. **DEPARTMENT OF PUBLIC WORKS – SMALL BUSINESS UTILIZATION**

Presenter: Marika Medrano, Assistant Division Head, and Robert Murphy, Business Relations and Compliance, Los Angeles County Public Works



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Summary: This item provides an overview of the department's ongoing efforts to support the Los Angeles County's Small Business Utilization, including the current methods used to assist small businesses, and the improvements made by the department. **(PRESENTATION AND DISCUSSION)**

b. DEPARTMENT OF ECONOMIC OPPORTUNITY (DEO) – EQUITY IN COUNTY CONTRACTING (ECC) INITIATIVE

Presenter: Enrique Gonzalez, Office of Small Business Supervisor, and Felipe Moscoso, Chief, Consumer and Business Affairs Representative, Business and Economic Development Branch

Summary: This item provides a presentation on the department's ongoing efforts to promote equity in county contracting, increase local business certifications, and offer technical assistance. The presentation will highlight the success of diverse contracting initiatives as well as program improvements and expansions. **(PRESENTATION AND DISCUSSION)**

H. DEO UPDATES

a. LOS ANGELES COUNTY SMALLBIZ PERMIT EXPRESS

Presenter: Felipe Moscoso and Nicholas Gutierrez, Representatives from the SmallBiz Permit Express Program, Business and Economic Development Branch

Summary: This item provides an overview of the LA County SmallBiz Permit Express Program, a new initiative designed to streamline the permitting process for small businesses. The presentation will cover eligibility criteria, the application process, and how the program will enhance economic development efficiently supporting small businesses. **(DISCUSSION)**

I. MISCELLANEOUS

- a. Public Comment
- b. Items of interest to the Commission (Future Agenda Items)
- c. Adjournment

NEXT MEETING: January 2025 (TBD)

10:00 a.m.- 11:45 a.m.

Meeting location: 510 S Vermont Ave, Los Angeles, CA 90020

Please note that public comments will be accepted by e-mail or mail.

You may submit public comment by e-mail to opportunity_sbcommission@opportunity.lacounty.gov
or by mail to:

Attention:
Department of Economic Opportunity
Office of Small Business Commission
510 S. Vermont Avenue
11th Floor
Los Angeles, CA 90020

Written public comment or documentation must be submitted no later than 5:00 p.m. the day before the scheduled meeting. Please include the agenda item and meeting date in your correspondence. Correspondence received shall become part of the official record.

LOBBYIST REGISTRATION

Any person who seeks support or endorsement from the Commission on any official action may be subject to the provisions of the Los Angeles County Code, Chapter 2.160 relating to lobbyists. Violation of the lobbyist ordinance may result in a fine and other penalty. For further information, call (213) 974-1093.

ACCOMMODATIONS

Accommodations, American Sign Language (ASL) interpreters, or assisted listening devices are available with at least three business days' notice before the meeting date. Agendas in Braille and/or alternate formats are available upon request. Please telephone (213) 974-1431 (voice) or (213) 974-1707 (TDD), from 8:00 a.m. - 5:00 p.m., Monday through Friday.

Para información en español, por favor comuníquese a la oficina de Servicios de Comisión al numero (213) 974-1431 entre 8:00 a.m. y 5:00 p.m. lunes a viernes.

SUPPORTING DOCUMENTATION

Supporting documentation can be obtained at the Department of Economic Opportunity, 510 S Vermont Avenue, 11th Floor, Los Angeles, CA 90020 during normal business hours: Monday – Friday, 8:00 A.M. – 4:30 P.M.